

# BYLAWS FOR THE MINOT YOUNG PROFESSIONALS NETWORK

## ARTICLE I

### **Name**

The name of this Organization shall be the Minot Young Professionals Network (YPN)

## ARTICLE II

### **Mission**

To Provide Social and Business Networking Opportunities and Community Enhancement Projects for Young Professionals in the Minot Area

## ARTICLE III

### **Membership**

Section 1: The membership of the YPN shall be limited to individuals ages 21 through 39, who work, live or spend time in the Minot community.

Section 2: A qualified individual attains membership status in the YPN by paying annual dues for the first year. Membership begins on the date the annual dues are paid and continues for one year. The Leadership Team shall set the annual dues to be reviewed at the first of each fiscal year.

Section 3: A YPN member's subsequent annual dues shall be payable at the beginning of the fiscal year. A YPN member shall be twice notified of dues renewal. A YPN member who does not pay the member's annual dues shall be automatically removed from the membership in the YPN.

Section 4: The membership database may only be used for YPN purposes at the Leadership Team's discretion

Section 5: The Smartmail email system will only be used by the Marketing Chair and President for the purposes of contacting the full membership of YPN

## ARTICLE IV

### **Officers**

Section 1: The officers of the YPN shall be a President, a Vice President, a Treasurer, a Secretary and an Immediate Past President. These officers shall perform the duties prescribed by these bylaws and by the authority adopted by the YPN.

Section 2: The President shall serve as the leader of the Leadership Team. The President shall have the authority and perform the duties in the management of the YPN as may be assigned or determined by the Leadership Team.

Section 3: The Vice President shall possess all the powers and may perform the duties of the President in the event of the President's absence or disability. The Vice President shall have the authority and perform the duties in the management of the YPN as may be assigned or determined by the Leadership Team. *The Vice President shall serve as the Minot representative on the North Dakota YPN board, term effective June 1 through May 31 each year. 2-19-09.*

Section 4: The Immediate Past President shall continue to offer advice and counsel to the Leadership Team. ~~The Immediate Past President shall serve as liaison between the YPN and the North Dakota YPN. 2-19-09.~~

Section 5: The Vice President shall be elected by ballot to serve for one year or until a successor is elected, and the Vice President's term of office shall begin at the close of the day on which the Vice President is elected. All YPN members are eligible to run for Vice President. It is encouraged that members have experience serving on the Leadership Team prior to being elected. All YPN members are eligible to vote for Vice President. The Leadership Team shall establish election procedures.

Section 6: At the conclusion of the Vice President's one year term, the Vice President shall become the President and shall serve a one year term. The Past President shall become the Immediate Past President and serve a one year term.

Section 7: The YPN President shall serve as an Ex-Officio on the Minot Chamber of Commerce and attend regular scheduled Chamber meetings.

## ARTICLE V

### Administrative Teams

Section 1: The Leadership Team shall consist of the President, the Vice President, the Treasurer, the Secretary, the Immediate Past President and the Team Chair and Team Co-Chair. Chamber of Commerce staff may serve as a non-voting member of the Leadership Team. Each member shall have one vote. The President shall only vote in the event of a tie. The Leadership Team shall have general supervision of the affairs of the YPN, make recommendations to the YPN and shall perform such other duties as are specified by these bylaws. The Leadership Team shall meet at least once a month, with additional meetings called at the discretion of the President. A majority of the leadership team shall constitute a quorum. Unless otherwise noted, all votes by the Leadership Team shall be by majority. A member of the Leadership Team shall be removed by a two-thirds (2/3) vote of the Leadership Team, whenever in the Leadership Team's judgment, the best interests of the YPN will be served.

Section 2: The Operations Team shall manage all matters pertaining to the YPN's communications, finances, marketing, public relations, website and other duties. The Operations Team shall be appointed by the President and Vice President and may be similar to the Leadership Team, as decided by the President and Vice President.

## ARTICLE VI

### Teams

Section 1: The YPN shall consist of the Ambassador's Team, the Social Team, the Service Team, the Community Links Team, the Marketing Team and the Professional Development Team. The teams shall provide services and programs for YPN members and individuals in the Minot community in accordance with the YPN mission.

Section 2: Team membership is open to all YPN members

Section 3: Each Team shall elect from its membership two members to serve as Chair and Co-chair for two year terms. The terms shall be staggered so the senior Chair may have sufficient experience to guide the junior Co-chair. The President and Vice President shall approve the election or appointment of such Chairs. A Co-chair shall be removed by a two-thirds (2/3) vote of the Chair's team, when in the team's judgment, the best interests of the YPN will be served.

Section 4: Mission Statements:

**Ambassador Team:** The Ambassador Team, through education and outreach, links businesses, the Minot community, and new YP members into YP Minot. Ambassadors plan events and outreach activities that further connect new YP members, businesses, and the Minot community into the YP network.

**Community Links:** Community Links will seek opportunities to build ties between the business community and other entities that have a stake in the business community. The initial focus is on how YP can help enhance Minot State University's Vision 2013 by creating relationships and awareness through proposed activities jointly with key members of the University administration and marketing departments.

**Marketing Team:** This team manages the communications, marketing, press relations, website, and our most important asset - our people. The mission of this team is to provide the infrastructure and the execution capabilities for the network to achieve its goals.

**Professional Development:** The Professional Development Team is here to "Promote your Professional Success." The team seeks to connect Young Professionals with opportunities to further enhance their learning, leadership skills, career development, and personal growth.

**Service Team:** The Service Team assists organizations and individuals in the Minot Community. These partnerships allow the Service Team to offer service opportunities to the Young Professionals Network. They do this thru volunteering, donating, and planning new ways to change the future of our community.

**Social Team:** The Social Team creates environments in which YPN members can socialize while expanding and diversifying their networks. The Social Team strives to instill energy, fun, and enthusiasm into the YPN.

## ARTICLE VII

### Finances

Section 1: Fund raising activities will be coordinated with the Chamber staff and notice of all activities will be provided to the Chamber Board of Directors

Section 2: A portion of the YPN membership dues may be used by the Chamber for administrative purposes and financial responsibilities after approval from the Leadership Team.

Section 3: Funds raised by the YPN will be given to the Chamber staff to be deposited in a 'temporarily restricted' fund account on the Chamber's balance sheet. Funds for the "Unity In Our Community" campaign will only be used for that campaign.

Section 4: The Leadership Team will be responsible for submitting budgets to the Treasurer and the President as well as to the Chamber. *Expenditure requests must be made in the form of a Purchase Order through the Chamber. 2-18-09.*

Section 5: Expenditures in any amount must be pre-approved by the Treasurer or President and may only be reimbursed with approval of the Treasurer and President.